

## Add a Summary to the Report

A report may be summarized by using the **Summary** icon located in the menu bar.

Select the desired column to summarize from the report design table (original tab).

Click the **Summary** icon.

Select **Total**.

The screenshot shows the report design tool interface. The menu bar at the top contains various icons, with the Summary icon (Σ) highlighted by a red box. A dropdown menu is open, listing various summary functions: Total, Count, Count distinct, Average, Minimum, Maximum, Median, Standard deviation, Variance, Calculated, and Custom... A red arrow points to the 'Total' option. Below the menu, a table is visible with columns: Account No, Occupant Code, Name, Status (Account), Service Type, Usage Billed, and Billdate. The 'Usage Billed' column is selected, and the 'Total' function is being applied to it.

A Summary row is automatically added.

The screenshot shows the final report design table. The table has columns: Account No, Occupant Code, Name, Status (Account), Service Type, Usage Billed, and Billdate. The data rows are:
 

Account No	Occupant Code	Name	Status (Account)	Service Type	Usage Billed	Billdate
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>	<Billdate>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>	<Billdate>
<Account No>	<Occupant Code>	<Name>	<Status (Account)>	<Service Type>	<Usage Billed>	<Billdate>
<b>Overall - Total</b>					<Total(Usage Billed)>	

 The summary row is highlighted with a red border. The menu bar at the top shows the Summary icon (Σ) selected.

Run the report to verify.

Account No	Occupant Code	Name	Status (Account)	Service Type	Usage Billed	Billdate
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,271	Jan 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,451	Feb 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,179	Mar 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,152	Apr 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,161	May 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,611	Jun 8, 2022 12:00:00 AM
70710	22	TROY & MELODY TADYCH	ACTIVE	E	1,648	Jul 8, 2022 12:00:00 AM
<b>Overall - Total</b>					<b>9,473</b>	